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ABSTRACT

This job hunter's guide features the "Seek-a-Job Flock," a set of bird characters that humorously help to illustrate job hunting basics. The guide contains five sections: (1) how to find job openings; (2) how to make the interview appointment; (3) how to complete the job application form; (4) how to act during the interview; and (5) how to follow up the interview. Samples of a follow-up letter, application for employment, list of local contacts, and pocket resume are provided. (NLA)

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Job Hunter's Guide

Featuring the Seek-a-Job Flock

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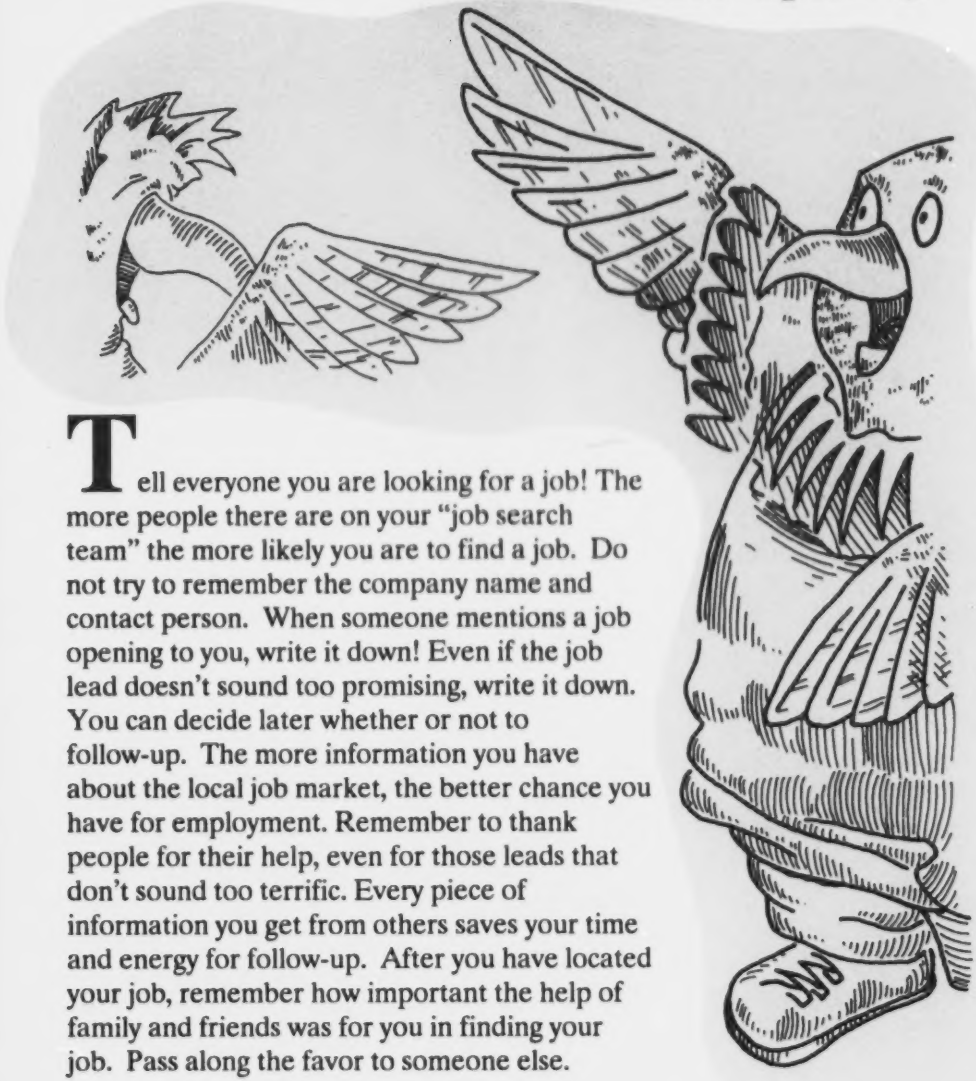
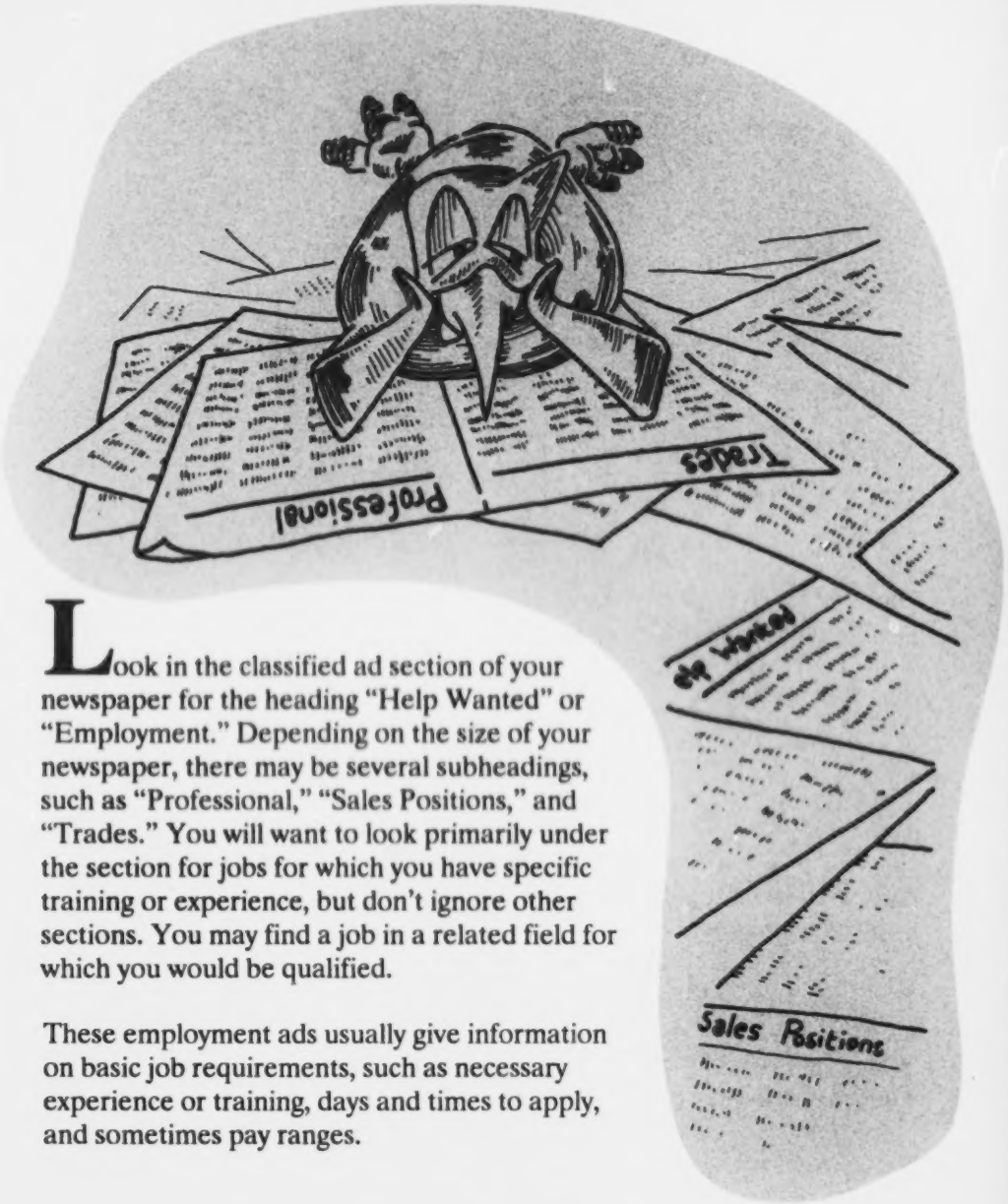
How to Find Job Openings

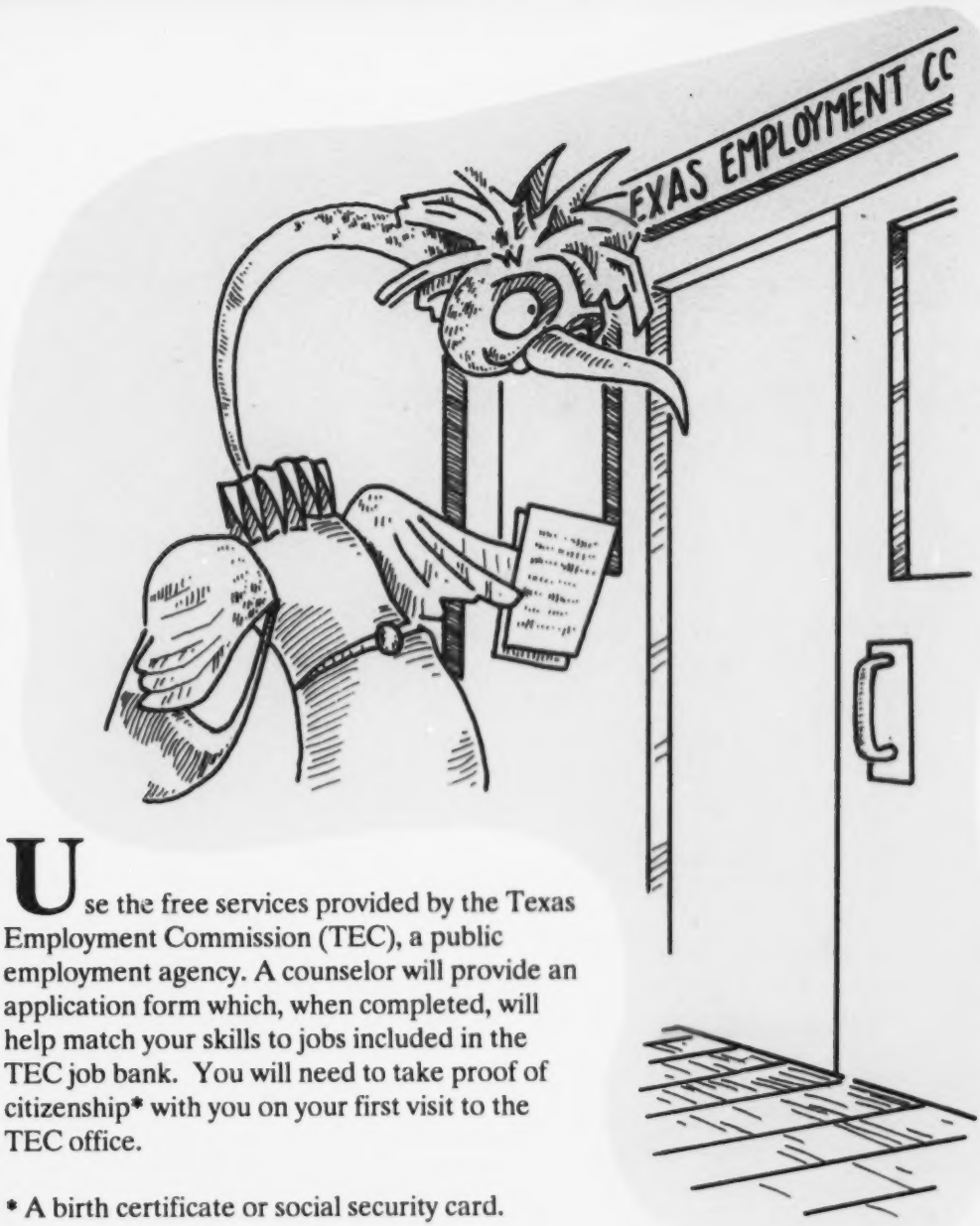


Tell everyone you are looking for a job! The more people there are on your "job search team" the more likely you are to find a job. Do not try to remember the company name and contact person. When someone mentions a job opening to you, write it down! Even if the job lead doesn't sound too promising, write it down. You can decide later whether or not to follow-up. The more information you have about the local job market, the better chance you have for employment. Remember to thank people for their help, even for those leads that don't sound too terrific. Every piece of information you get from others saves your time and energy for follow-up. After you have located your job, remember how important the help of family and friends was for you in finding your job. Pass along the favor to someone else.



Look in the classified ad section of your newspaper for the heading "Help Wanted" or "Employment." Depending on the size of your newspaper, there may be several subheadings, such as "Professional," "Sales Positions," and "Trades." You will want to look primarily under the section for jobs for which you have specific training or experience, but don't ignore other sections. You may find a job in a related field for which you would be qualified.

These employment ads usually give information on basic job requirements, such as necessary experience or training, days and times to apply, and sometimes pay ranges.



Use the free services provided by the Texas Employment Commission (TEC), a public employment agency. A counselor will provide an application form which, when completed, will help match your skills to jobs included in the TEC job bank. You will need to take proof of citizenship* with you on your first visit to the TEC office.

* A birth certificate or social security card.

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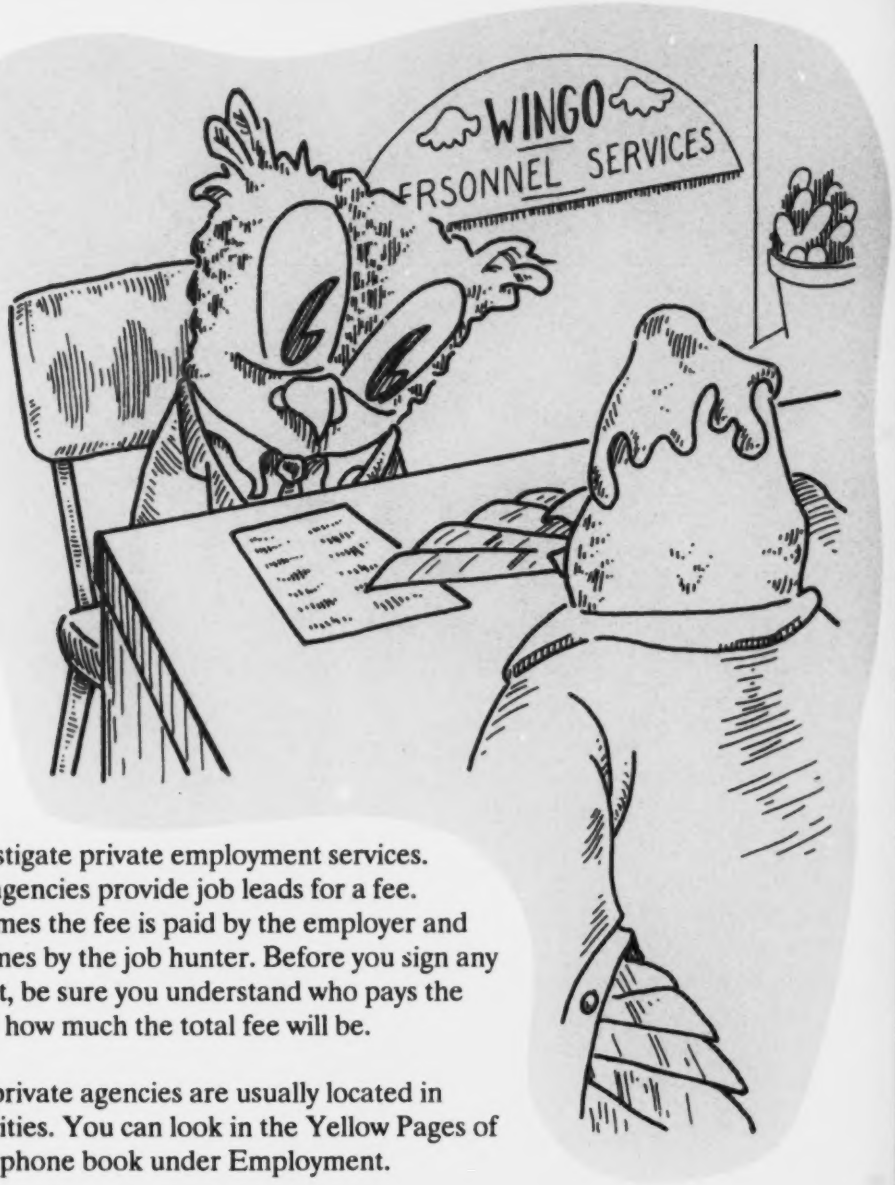


Investigate private employment services. These agencies provide job leads for a fee. Sometimes the fee is paid by the employer and sometimes by the job hunter. Before you sign any contract, be sure you understand who pays the fee and how much the total fee will be.

These private agencies are usually located in larger cities. You can look in the Yellow Pages of the telephone book under Employment.

How to Make the Interview Appointment

Telephone the person who will be conducting the interview to set a time and date for the interview.

- Practice what you are going to say, and put a few notes on paper to help you during the call.
- Speak clearly and state specifically that you are interested in applying for a job opening.
- Tell the business person that you would like to set a date and time to come to talk with him/her about the opening.
- Be sure to have calendar and pencil by the phone so that you can mark your calendar as you make the appointment. Have your calendar marked ahead of time with any prior commitments so that you won't have to call back later and reschedule because of a conflict.
- If necessary, ask for directions to the business person's office.
- Before ending the conversation, repeat the date, time, and directions to make certain that you haven't misunderstood.
- You might also ask if you could pick up an application before the interview date so that you could have the form completed when you arrive for your appointment.
- Thank the interviewer for his/her time and tell him/her that you look forward to the opportunity to interview for the job.
- Be polite, but remember not to keep the person on the phone any longer than is necessary to make the appointment.

How to Complete the Job Application Form

Read through the entire application before you fill out any of the blanks. You want to be sure to put the correct information in each blank without needing to mark through errors. You will need a pen with black or blue ink—no pencils. Take your time to **print** the information carefully. The best impression will be made if the application is completely filled out, in ink, and is easy to read.

You should have the information routinely asked on a job application form written down on a card in your wallet or purse. For your convenience, a blank "pocket resume" is printed on the back page of this booklet. You can fill out this pocket resume, cut it, fold and carry it in your wallet. It is much easier to copy this information down and carry it with you than it is to try to remember it at the business office. The interviewer will be impressed that you were organized and ready with complete information.

You will also find a completed sample of a job application form in this Job Hunter's Guide.

How to Act During the Interview

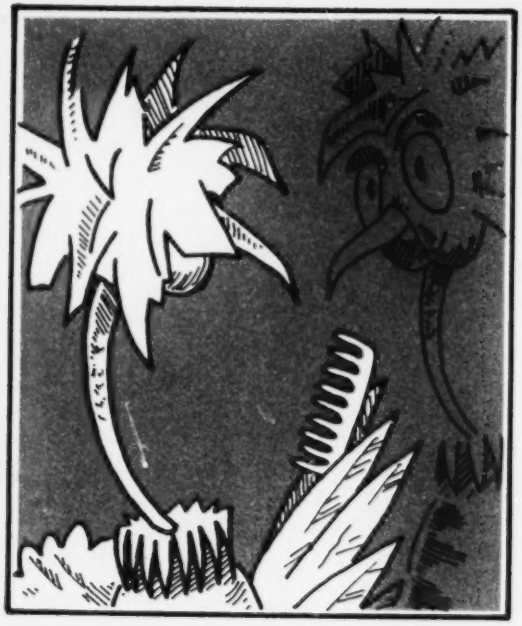
Arrive on time for your interview, this is extremely important. You should arrive with time to go to the restroom to check your appearance. Also take a few minutes to look over your application before handing it in. If you have not been able to pick up the application before the interview, certainly arrive early enough to complete the application (using your pocket resume) before the interview.

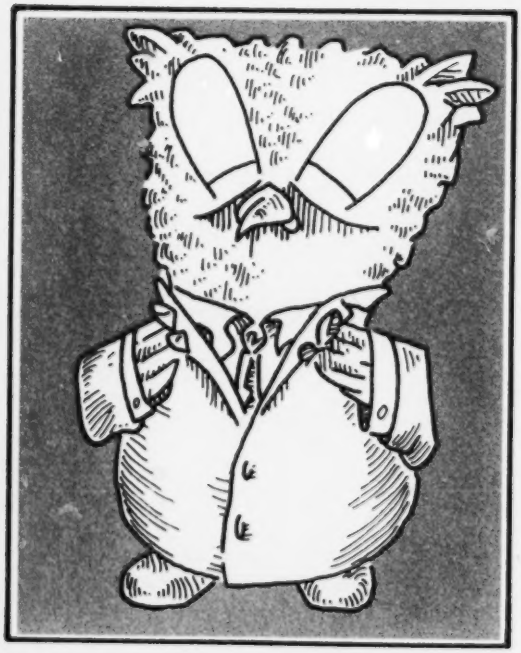
You should not bring family or friends to the interview. If someone drives you to the interview, make arrangements for them to wait for you away from the business office.

You should be dressed neatly and conservatively. It is not usually a good idea to wear clothes that are the latest fad to an interview. Hair and nail grooming will be noticed by the interviewer. Even if you are applying for a job that requires you to wear jeans or other types of work clothes that will be soiled by the end of the work day, you should dress neatly for the interview.

Your personal grooming will reflect your work attitude to the employer—careful and neat or inattentive and sloppy.

Your attitude during the interview is very important. Look the interviewer in the eyes while listening and speaking. Do not chew gum during the interview. Sit and walk with personal pride, speak in a clear voice, be polite, and let the interviewer know that you want the job.





How to Follow-up the Interview

Send a brief follow-up letter or card to the person who conducted the interview.

Date
Your address/phone

Interviewer's Name
Company
Address

Dear _____,

Thank you for taking the time to talk with me about the (specific job opening) at your company.

I would very much like to be selected for the position. If I can supply any other information about my skills or references, please let me know.

Sincerely,

(Your signature)

This follow-up should be mailed the day after the interview, or as soon as possible.

APPLICATION FOR EMPLOYMENT

Please print with black ink or use typewriter

Name(last name, first, middle initial)

Street Address | Phone

City | State | Soc. Sec. No.

Type of work desired | Salary desired

Do you have any physical condition which may prevent you from performing certain kinds of work? If yes, please explain.

Have you ever been convicted of a felony? If yes, please explain.

If hired, would you have any objection to random drug tests?

Are you related to anyone in this company? If yes, state name and position.

List transportation you will use to get to work.

Who referred you to this company?

EDUCATION

High school attended | Location | Date graduated

College | Location | Degree or yrs completed

Other training

Experience - List most current position first.

Name and Address of firm Job duties

Name of supervisor

Dates employed
From To Reason for leaving

Name and Address of firm Job duties

Name of supervisor

Dates employed
From To Reason for leaving

Name and Address of firm Job duties

Name of supervisor

Dates employed
From To Reason for leaving

I affirm that the statements in this application are true and complete to the best of my knowledge.

Signature of applicant _____

Date: _____

Local Contacts

Use slits to attach business cards or fill in name and address of local contacts for Texas Employment Commission and other resources.

Pocket Resume

This information is often asked for at a job interview. Fill in the lines below ahead of time and take it with you as a reference.

Name _____

Social Security Number _____

Address _____ Zip _____

Phone _____ Birthdate _____

Previous Employment: (Full-time, part-time and summer jobs)

Name of Employer _____

Address _____

Job Title _____

Dates _____ Salary _____ ☐Hr. ☐Mo.

Reason for leaving _____

Supervisor _____ Phone _____

Name of Employer _____

Address _____

Job Title _____

Dates _____ Salary _____ ☐Hr. ☐Mo.

Reason for leaving _____

Supervisor _____ Phone _____

Name of Employer _____

Address _____

Job Title _____

Dates _____ Salary _____ ☐Hr. ☐Mo.

Reason for leaving _____

Supervisor _____ Phone _____

Education _____

_____

Special skills/Hobbies _____

If you are hired, you will be asked for proof of your identity and your eligibility to work in the United States.

References (Receive permission before using names)

Name _____
Phone _____ Company _____
Position _____

Name _____
Phone _____ Company _____
Position _____

Name _____
Phone _____ Company _____
Position _____

Preparation for Interview

- ☐ Learn something about the company.
- ☐ Have specific job or jobs in mind.
- ☐ Review, in your mind, your qualifications for the job.
- ☐ Be prepared to answer broad questions about yourself.

Appearance

- ☐ Well groomed.
- ☐ Suitably dressed.

Interview

- ☐ Be prompt.
- ☐ Answer questions directly and truthfully.
- ☐ Be well mannered.
- ☐ Use proper grammar and good diction.
- ☐ Be enthusiastic and cooperative.
- ☐ Don't be afraid to ask questions.

COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, Department of Health, Education and Welfare.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiations, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1972 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.

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